



## Review of action items from LAP15

No.	Action item	Responsible person/body	Status
1	The Secretariat to circulate LAP with the current Terms of Reference for review at LAP16.	Marie-Hélène Grillet	Input paper LAP16-6.1
2	Matti Eronen to propose a new text for paragraph 8 ( <i>of the draft information paper to IMO Assembly on the IALA change of status project</i> ) dealing with VTS, insisting on IALA's role	Matti Eronen	Complete
3	Aline de Bièvre to submit a new draft (within 2 weeks) incorporating Matti's new text and taking into account the amendments requested.	Aline de Bièvre	Complete
4	Secretariat to check what kind of papers can be submitted to IMO by NGOs (input, INF?)	Secretariat	INF paper due to translation requirements
5	The Secretariat to arrange for French and Spanish translations of the paper and forward it to IMO via the IALA approval process (Council approval by e-mail) after it has been viewed by CoS2	Marie-Hélène Grillet	Complete
6	The Secretariat to check if IALA ever published guidance for inland waterways	Marie-Hélène Grillet	IALA never published specific guidance for inland waterways (for Europe refer to SIGNI – Signals and Signals on Inland Waterways – United Nations – Economic Commission for Europe)
7	Francis Zachariae to consult with IMC about having Industrial Members within affiliate membership ( <i>of the new IGO</i> )	Francis Zachariae	Complete. IMC is happy with the proposed arrangements
8	Mary Dean to draft the tacit amendment clause (of the draft Convention text)	Mary Dean	Complete
9	Jon Price to draft article 10.3 on privileges and immunities	Jon Price	Complete
10	The Secretariat to run an editorial check of the draft Convention text to ensure consistency	Marie-Hélène Grillet	Complete

No.	Action item	Responsible person/body	Status
11	Jon Price and the Secretariat to draft General Regulations based on the first draft existing and basic documents	Jon Price Marie-Hélène Grillet	Input paper LAP16-7.1.1.1
12	LAP members to let Marie-Hélène Grillet know if they intend to take part in the inter-sessional meeting on 12-13 January 2016	All participants	Complete
13	The Secretariat and China to work together to present an input paper to Council based on examples of other similar MoUs and other agreements, with the current proposed MoU as an annex.	Francis Zachariae and China	Superseded by input paper LAP16-7.2.1
14	The Secretariat to finalize the draft Convention text and forward it to CoS2	Marie-Hélène Grillet	Complete
15	PAP to look into Rules and Procedures for Committees and Terms of Reference with a view to have them integrated into the Basic Documents and approved by Council 61, and going into force.	Marie-Hélène Grillet	Terms of Reference have been agreed by Council 61.  Rules and Procedure are on the Agenda for PAP31 to be held the week before LAP16.  The Secretariat will report accordingly.
16	The Secretariat to add a reference to the Basic Documents in the ongoing revised draft Constitution	Marie-Hélène Grillet	Input paper LAP16-8.1
17	The Secretariat to submit the revised standard template to PAP30 for approval by Council 61	Michael Card	Complete
18	The VTS Committee to implement a formal process to keep the data securely ( <i>from VTS questionnaire</i> ) and not have them made available in the public domain.	VTS Vice Chair Neil Trainor	Complete. Data handling will be controlled by the IALA Secretariat
19	Aline de Bièvre to provide the Secretariat with policies implemented by IGOs on data retention	Aline de Bièvre	Turned into draft record retention policy – input paper LAP16-10.1
20	The Secretariat to develop data protection policy for review by LAP	Marie-Hélène Grillet	Input paper LAP16-10.2
21	The Secretariat to seek specialist advice from a lawyer on patents.	Francis Zachariae	Work in progress. A lawyer has been identified.
22	Henning Osnes Teigene to amend the proposed input paper to the World VTS Guide Board and have it reviewed by Mary Dean. The paper should also address information control.	Henning Osnes Teigene Mary Dean	Complete but the paper was not submitted in its drafted form due to the decision to discontinue the World VTS Guide.